

LOGISTICS SECTION CHIEF POSITION CHECKLIST

Responsibilities

Ensure the Logistics function is carried out in support of the SECC. This function includes providing communication services, acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. Establish the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required. Ensure section objectives as stated in the SECC Action Plan are accomplished within the operational period or within the estimated time frame. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to response efforts. Keep the SECC IC informed of all significant issues relating to the Logistics Section. Supervise the Logistics Section.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- ☐ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:
 - Communications Unit
 - Supply Unit
 - Facilities Unit
- ☐ Obtain a briefing from the SECC IC.
- ☐ Mobilize sufficient section staffing for 24-hour operations, if necessary.
- ☐ Advise Logistics Section Groups and Units to coordinate with appropriate Groups in the Operations Section to prioritize and validate resource requests.
- ☐ Meet with the SECC IC, Command and General Staff and identify immediate resource needs.
- ☐ Assist Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the action plan.
- ☐ Provide periodic Section Status Reports to the SECC IC.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase Actions

- ☐ Receive and respond to requests for personnel, supplies and equipment.
- ☐ Ensure that Logistics Section position logs and other necessary files are maintained.
- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- ☐ Provide the Plans/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning Meeting.
- ☐ Attend and participate in SECC Action Planning meetings.
- ☐ Acquire equipment, supplies, transportation, lodging and other support services as required.
- ☐ Request an Emergency Management Assistance Compact (EMAC) A Team, if the State of Montana is requesting resources through EMAC.
- ☐ Ensure that transportation requirements, in support of response operations, are met.

- ☐ Ensure that all requests for facilities and facility support are addressed.
- ☐ Install, activate and maintain information and communication systems for the SECC.
- ☐ Oversee the ordering and allocation of supplies and materials for the SECC and response staff.
- ☐ Maintain an inventory of supplies and equipment.
- ☐ Manage the security of the SECC.
- ☐ Ensure computer resources and services are provided to SECC staff, as required.
- ☐ Provide section staff with information updates, as required.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Communications Unit Leader Position Checklist

Responsibilities

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the SECC Communications Center and that adequate communications operators are available for 24-hour coverage; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary staff within the Communications Unit:
 - Communications
 - Information Systems
- ☐ Prepare communications equipment and procedures in kits, to include satellite phones.
- ☐ Prepare objectives for the Communications Unit and provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase Actions

- ☐ Ensure that Communication Unit position logs and other necessary files are maintained.
- ☐ Keep all sections informed of the status of communications systems, particularly those that are being restored.
- ☐ Coordinate with all SECC Sections/Groups/Units regarding the placement and operating procedures for use of all communication systems.
- ☐ Ensure that the SECC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the SECC
- ☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ☐ Ensure that communications links are established with the local government EOC's.
- ☐ Continually monitor the operational effectiveness of SECC communications systems. Provide additional equipment as required.
- ☐ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ☐ Keep the Logistics Section Chief informed of the status of communications systems.
- ☐ Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Supply Unit Leader Position Checklist

Responsibilities

The Supply Unit is responsible for obtaining all mutual aid materials, equipment, and supplies to support emergency operations as well as arranging for delivery of those resources. Oversee the ordering and allocation of supplies and materiel not normally provided through mutual aid. Coordinate delivery of supplies and materials as required. Supervise the Supply Unit.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the Logistics Section Chief or the SECC IC.

Operational Phase Actions

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Determine if requested types of supplies and materiel are available in the state agencies.
- ☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materials, and also verify that the request has not been previously filled through another source.
- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Supply Unit.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Facilities Unit Leader Position Checklist

Responsibilities

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort including securing access to the facility and providing staff, furniture, supplies, and materials necessary to configure the facility in a manner adequate to accomplish the mission. Ensure acquired buildings, building floors, and or work spaces are returned to their original state when no longer needed. Supervise the Facilities Unit.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the Logistics Section Chief or the SECC IC.

Operational Phase Actions

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Work closely with SECC Section Chiefs in determining facilities and furnishings required for effective operation of the SECC.
- ☐ Provide for the security of the SECC facilities.
- ☐ Coordinate with Groups and units in the Operations Section to determine if assistance with facility acquisition and support is needed.
- ☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- ☐ If facilities are acquired away from the SECC, coordinate with assigned personnel and designate a Facility Manager.
- ☐ Develop and maintain a status board or other reference, which depicts the location of each facility, a general description of furnishings, supplies and equipment at the site, hours of operation, and the name and phone number of the Facility Manager.
- ☐ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Facility Maintenance Specialist Checklist

Responsibilities

The Facility Maintenance Specialist is responsible for maintaining the SECC facilities in a clean and orderly manner.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the Facilities Unit Leader or the Logistics Section Chief.

Operational Phase Actions

- ☐ Obtain supplies, tools, and equipment.
- ☐ Supervise/perform assigned work activities.
- ☐ Ensure facilities are maintained in a safe and clean condition.
- ☐ Restore facilities to pre-incident condition prior to demobilization.
- ☐ Keep the Facilities Unit Leader informed of significant issues.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Security Manager Position Checklist

Responsibilities

The Security Manager is responsible for controlling the access to the State Emergency Coordination Center. Depending on the nature of the disaster or emergency, the SECC IC may decide to establish special security for the SECC. Provide 24-hour security for the SECC. Control personnel access to the SECC in accordance with policies established by the SECC IC.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.

Operational Phase Actions

- ☐ Determine the current SECC security requirements and arrange for staffing as needed.
- ☐ Determine needs for special access to SECC facilities.
- ☐ Provide executive and V.I.P. security as appropriate and required.
- ☐ Provide recommendations on security of the SECC as appropriate to SECC IC.
- ☐ Ensure security of Emergency Coordination Center:
 - Close all doors to Emergency Coordination Center
 - Place "Restricted Area" signs on the four SECC doors
 - Door to main hallway; Door to NG EOC, two doors from main office.
- ☐ Establish security checkpoint at front entrance to Division Office (receptionist desk)
 - Assign person to cover receptionist station when she/he is absent from that post
- ☐ Establish security clearance controls:
 - Implement sign-in/sign-out roster
 - Provide visitor badges for non-DES personnel entering the SECC.
 - Provide a copy of the floor plan of the SECC to people entering the SECC.
- ☐ Ensure that visitors remain at the checkpoint until a DES SECC representative can escort or accommodate them.
- ☐ News media and other briefings will be held in the Shared Conference Room.
- ☐ Ensure that the SECC IC is immediately notified when media arrives.
- ☐ Ensure that the news media is not allowed in the SECC unless prior arrangements are made with the SECC IC and an escort is present.
- ☐ Ensure that media presence in the SECC will be limited to a pre-agreed upon time between the SECC IC and the SECC PIO.
- ☐ Arrange for external building security, as required.
- ☐ Prepare and present security briefings for the SECC IC and General Staff at appropriate meetings.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.